

# RECERTIFICATION HANDBOOK

Updated as of 22 July 2024



# Table of Contents

|   |    |
|---|----|
| 1. The value of maintaining your IHRP Certification.....        | 3  |
| 2. IHRP’s Recertification Requirements .....                    | 4  |
| 3. Ways to earn CPD Hours.....                                  | 5  |
| 4. How to update your personal information on IHRP Portal ..... | 13 |
| 5. How to submit and track your CPD Hours .....                 | 15 |
| 6. IHRP’s Recertification Process .....                         | 17 |
| 7. FAQs on Recertification .....                                | 22 |



## 1. The value of maintaining your IHRP Certification

Attaining your IHRP certification was the first step you have taken in committing yourself to the HR profession, and the start of your learning partnership journey with IHRP! To keep your IHRP certification active, you are required to recertify every three years. This can be done by accumulating the required 45 Continuing Professional Development (CPD) hours through participating in CPD activities.

Recertification also ensures that your skills and experience remain current, demonstrating commitment to your professional development. This handbook will guide you through the recertification policies and processes. Below highlights the value of maintaining your IHRP certification.

### a) **Staying Connected**

Continue to enjoy access to exclusive IHRP events and resources, as well as engage in peer-to-peer sharing on IHRP Connect, our mobile-based learning platform. Network with like-minded HR professionals and contribute to building a vibrant HR community. Play an active role in shaping the community and giving back by participating in initiatives such as mentoring junior HR Professionals and volunteering on various HR initiatives.

### b) **Staying Invested**

Commit to your personal growth and boost your professional standing by maintaining your hard-earned IHRP credential, which is endorsed by the industry and tripartite partners. Continue to reflect the credentials on your LinkedIn profile and name card to differentiate yourself and give yourself an edge in the community. Companies can validate your certification via the [IHRP registry](#).

### c) **Staying Relevant**

Demonstrate your dedication to continuous learning and future-proof yourself in the evolving HR profession. Update your HR competencies and knowledge through the competencies identified in the IHRP Body of Competencies ([IHRP Body Of Competencies](#)).

IHRP exists for and because of YOU. We look forward to continuing to partner with you to build *a world-class HR community that will effect purposeful change for the people and organisations we serve.*

## 2. IHRP's Recertification Requirements:

All IHRP certified professionals are required to earn CPD Hours to maintain their IHRP Certification. Recertification ensures that your skills and experience remain current, and demonstrates your commitment to professional development.

IHRP certified professionals who wish to recertify are required to submit a recertification application. To demonstrate currency as a HR professional, you are required to fulfil these following requirements:

**a) Continuing Professional Development (CPD):**

Earn a minimum of **45** hours within your 3-year recertification cycle. See section 3. **Ways to earn CPD Hours**, to find out the different ways you can earn CPD Hours!

**b) Re-affirm the IHRP's Code of Professional Conduct:**

As a certified professional, you will need to uphold certain core principles and re-affirm the Code of Professional Conduct in your recertification application. You can read more about it here [IHRP's Code of Professional Conduct](#).

This is a checkbox exercise and will be done during the application process itself.

**c) Currency as a HR professional:**

To demonstrate currency as a HR professional, you will need to submit the following document during the online application process as proof of being engaged in HR-related work.

- Latest Curriculum Vitae
- HR-related Qualification/ Training certificate
- HR-Related Qualification/ Training Transcript (i.e. Diploma, Degree, Masters, and others)

### 3. Ways to earn CPD Hours

CPD activities that are stated below will promote the spirit of lifelong learning and ensure that you as an IHRP certified professional are invested in your personal development to maintain relevance in HR to effectively support your business.

The learning activities that you are taking part in should be **HR-related** or aligned with our [IHRP Body of Competencies](#). For learning activities that do not seem to be directly related to HR, we will accept it as long as you are able to justify how it can be applied to your HR work and is relevant to the [IHRP Body of Competencies](#).

#### **IHRP Connect**

The IHRP Connect portal is a one-stop mobile learning platform to drive social learning and engagement within the IHRP community. This application allows you to access and take charge of your development anytime, anywhere!

You will be able to access bite-sized curated learning materials to help you deepen your knowledge on current HR trends across **6 core future ready HR skills/Community of Practices (CoPs)**:

- *Business & Financial Acumen*
- *HR Tech*
- *People Analytics*
- *Progressive & Inclusive HR practices*
- *Engagement & Communications*
- *Organisation Culture & Change Management*

Each respective CoP has a [Learning Roadmap](#) co-created by experienced HR professionals in our taskforce to guide you in achieving your learning milestones. In addition, you can also post a thought or question to the IHRP Community to seek advice or gather insights on current HR practices across various organisations.

We are in the process of refreshing IHRP Connect so that you can earn CPD Hours while learning on the go! You can download IHRP Connect on [Apple store](#), [Playstore](#) or log-on on the website [here](#).

**How to accumulate CPD hours:** *As of May 2024, you will not be able to earn IHRP Connect points on the Connect portal. All Leaderboard points accumulated prior to May 2024, will be synced and updated to your CPD tracker on IHRP Portal platform.*

*\*150 IHRP Connect points is equivalent to 1 CPD Hour. Maximum cap of 9,000 Leaderboard points (60 CPD Hours) over 3 years.*

### **IHRP Events**

IHRP plans many exciting multi-model learning events to support you in your professional growth journey and create opportunities for you to network with your peers in the IHRP Community.

#### **Examples:**

- **IHRP Conferment Ceremony:** Celebrate your IHRP certification achievement with your HR peers and kick start your journey with the IHRP community.
- **IHRP Learning Journey Series:** Hear various companies across industries share on their HR best practices (e.g. DBS Learning Journey on HR Tech, OCBC Learning Journey on People Analytics, Suntec Learning Journey on Progressive & Inclusive Practices).
- **IHRP Organised Events:** Various webinars on hot topics (IHRP-MP webinars, IHRP HR Tech Talk Series, IHRP Talent Talk Series, etc)
- **Workshops:** Instructor-led workshops (e.g. People Analytics 101 Workshop, Design Thinking Workshop, Robotic Processing Automation Workshop)
- **Dialogue with Thought Leaders:** Exclusive dialogue sessions with subject-matter experts and thought leaders on latest HR trends
- **Webinars:** Gallup, Mercer, Gartner etc.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

#### **Documentation for audit:**

You are required to submit CPD records along with evidence of participation verifiable CPD activities on the IHRP Portal. Examples: Post-event thank you emails, certificate of attendance, attendance lists from organizers.

### **Assessor (External)**

IHRP encourages you to contribute to the community by participating as Assessor such as the SPRING/ESG Business Excellence Assessment.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of appointment.

\*Refer to section 5 on guide on logging CPD hours.

### **Authoring Books**

IHRP is supportive of your contributions in sharing your knowledge through authoring books on HR topics and recognises the time and efforts spent on the planning and research of materials to be included within the book. These books will serve as an effective resource for the HR community to gain new knowledge on HR topics.

**Word count:** *The published book must be at least 100 pages long*

**How to accumulate CPD hours:** *1 published book equals 30 CPD hours*

**Documentation for audit:** Link of the published book.

\*Refer to section 5 for a guide on logging CPD hours.

### Curriculum Development/ Content Curation

IHRP acknowledges your participation in curriculum development and content curation of a formal learning programmes relating to Human Resources. This may involve the efforts spent in developing the modules, learner's guide and participant's materials etc.

**How to accumulate CPD hours:** *1 HR-related programme containing several modules equals 30 CPD hours*

**Documentation for audit:**

- a. Letter of Appointment/Validation
- b. Link to the programme outline and details

### Teach HR-related Topics

IHRP encourages you to invest in the development of others. By sharing your HR knowledge and experience, you can uplift the capabilities of the HR professionals and nurture the next generation of HR talent.

**Examples:** Teaching HR-related topics at an educational body as an adjunct faculty or conducting an in-house training for your employees.

**How to accumulate CPD hours:** *1 hour of teaching equals 3 CPD hours (Inclusive of teaching preparation time)*

**Documentation for audit:** Letter from the organisation acknowledging the work done and record of course duration

\*Refer to section 5 for a guide on logging CPD hours.

### Conferences

IHRP encourages you to broaden your perspectives by attending conferences to expand your knowledge about the latest trends in HR and to broader your network with the wider HR community.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Confirmation email of event

\*Refer to section 5 for a guide on logging CPD hours.

### Focus Groups

IHRP often conducts focus groups sessions, sometimes in partnership with our tripartite partners. During the sessions, you will be able to share your valuable feedback to shape the national HR agenda or improve IHRP's existing products. Such sessions also allow you to keep up to date with new developments in HR and hear from your peers from various industries.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of participation/ attendance

### Mentoring/ Coaching

IHRP recognises that mentoring and coaching is an important and useful skill set and it allows you to enhance your skills in areas such as leadership, interpersonal skills, communication skills. By volunteering as a mentor/coach, it allows you to give back to the HR profession and reflect on your own career goals and practices through investing in others' development.

**Examples:** Mentoring/ coaching of junior HR professionals in your personal network, participating in formal mentorship programmes e.g. company specific mentoring program, structured mentor training etc.

**How to accumulate CPD hours:** *1 hour of mentoring/ coaching equals 1 CPD hour*

**Documentation for audit:** Letter formalising the mentoring or coaching arrangement, log capture dates, time, duration of the engagement sessions, record of activities conducted.

\*Refer to section 5 for a guide on logging CPD hours.

### **Publish Articles or Case Studies for HR/Business Publications**

IHRP encourages you to write and publish articles and case studies about HR related trends and topics to share your knowledge and expertise with the wider HR community. These articles or case studies may be used as resources for HR publications or books. (Articles and case studies cannot be solely opinion based.)

**Examples:** Publish written articles or case studies on HR trends and topics for IHRP, Human Resources Magazine, HRD magazine etc.

**Word count:** *At least 650 words*

**How to accumulate CPD hours:** *1 article/ case study equals 8 CPD hours (Inclusive of research and sourcing of materials used to write article/ case study)*

**Documentation for audit:** Link of published articles/ case studies

\*Refer to section 5 for a guide on logging CPD hours.

### **Participation in National level Tripartite HR Taskforce/Committee**

IHRP recognises your contribution towards participating as an appointed member in a national level Tripartite HR Committee/Project to discuss current issues surrounding the HR field of work and provide insights and guidance in shaping the way forward.

**Examples:** Participation in Citizen's Panel on Work-Life Harmony, HR Industry Transformation Advisory Panel (HRTAP) etc.

**How to accumulate CPD hours:** *1 Hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of invitation and meeting attendance records

\*Refer to section 5 for a guide on logging CPD hours.

### **Sharing of Lessons Learned Synopsis on IHRP Connect as a Post**

IHRP encourages you to share your lessons learned synopsis and reflections from either participating in various non-IHRP HR committees, taskforces, special projects or book/trends report summaries with the rest of our community on IHRP Connect as a thought post or, to carry out research and presentation development work to support delivery of talks, webinars, etc. or sharing your learnings gained through reading books or articles.

**Word count:** *At least 650 words*

**How to accumulate CPD hours:** *1 post equals 8 CPD hours*

**Documentation for audit:** Link to your IHRP Connect post, screenshot of post, letter of invitation to Committee/ Taskforce (if applicable)

\*Refer to section 5 for a guide on logging CPD hours.

### Speaking Engagement

IHRP encourages you to share your knowledge with others. By sharing your HR knowledge and experience, you can inspire and uplift the capabilities of the HR professionals. e.g. at Conferences, Panels, Seminars, Workshops, Webinars etc.

**How to accumulate CPD hours:** *1 hour of speaking equals 3 CPD hour (Inclusive of preparation time)*

**Documentation for audit:** Letter of invitation from organiser highlighting duration

\*Refer to section 5 for a guide on logging CPD hours.

### Upskilling

IHRP encourages you to sign up for **formal courses** both in-class or online (e.g. e-learning, degrees, etc), or attend any **workshops or seminars** to help you develop your skills and knowledge in HR. The learning activities that you are taking part in should be **HR-related** or aligned with our [IHRP Body of Competencies](#). You can attend courses, workshops or seminars from any provider. You may consider this list of [IHRP accredited courses](#) or attending our [Skills Framework Workshop](#).

IHRP also understands that companies often plan structured in-house HR-related training tailored for you to support your learning and development and help you perform in your role. Such in-house training can be counted towards your CPD hours.

**Note:** For learning activities that do not seem to be directly HR related, we will accept it as long as you are able to justify how it can be applied to your HR work and how it is aligned to our [IHRP Body of Competencies](#).

#### Examples:

| Course Title   | Mapping to IHRP Body of Competencies                               |
|--|--|
| Workforce Planning                                       | Functional Competency<br>Plan (HR Strategy and Workforce Planning) |
| Introduction to Analytics and Basic Statistical Analysis | Foundational Competency - Analytics & Insights                     |

|   |   |
|---|---|
| Communicating Effectively & Strategically | Foundational Competency - Relationships and Communication     |
| HR Business Savvy Skills                  | Mindset and Behaviour - Display Business and Financial Acumen |
| Finance for Non-Finance Professionals     | Mindset and Behaviour - Display Business and Financial Acumen |

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter or certificate of participation/attendance

\*Refer to section 5 for a guide on logging CPD hours.

### Volunteering with IHRP

IHRP recognises the value of volunteering, as it provides the opportunity for you to give back to the community, expand your professional skillset and collaborate with like-minded HR professionals. IHRP partners with the tripartite partners, national agencies and not-for-profit organisations to offer meaningful volunteer opportunities for our certified professionals.

#### Examples:

- **IHRP Assessor Programme:** Join as an IHRP Assessor to contribute your expertise in assessing and developing future members of the IHRP community.
- **Community of Practice (CoP) Taskforce:** Join as a taskforce member to co-create Learning Journey Maps and curate rich programming on HR hot topics.
- **Speaker for IHRP Learning Events:** Volunteer as a speaker to share your knowledge and experiences for any of our events.
- **Subject Matter Advisor (SMA):** Participate in engaging the community as the HR thought leader and/or technical functional expert. Such volunteers shall be call upon in situations where IHRP needs resource expertise in hot and emerging HR themes such as Compensation & Benefits, Employment Law, Talent Analytics, Diversity & Inclusion etc. SMA may perform the roles at IHRP Connect as Community discussion board Moderators, Leads in Community HR Circles and Thematic HR topic areas etc.
- **IHRP Mentoring Programme:** Join as an IHRP Mentor to give back to the HR profession and enhance your own skills in areas such as leadership, interpersonal relationships and communication.

You may submit your interest to us by writing in to [community@ihrp.sg](mailto:community@ihrp.sg). Please note that the volunteer slots require an application and selection process and will be subject to availability.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of appointment and volunteer hours logged by IHRP volunteer programme lead

### **Webinars**

IHRP also encourages you to attend HR-related webinars and customise learning opportunities according to your schedule. There are many HR-related webinars that are available online that you can learn at your own pace.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

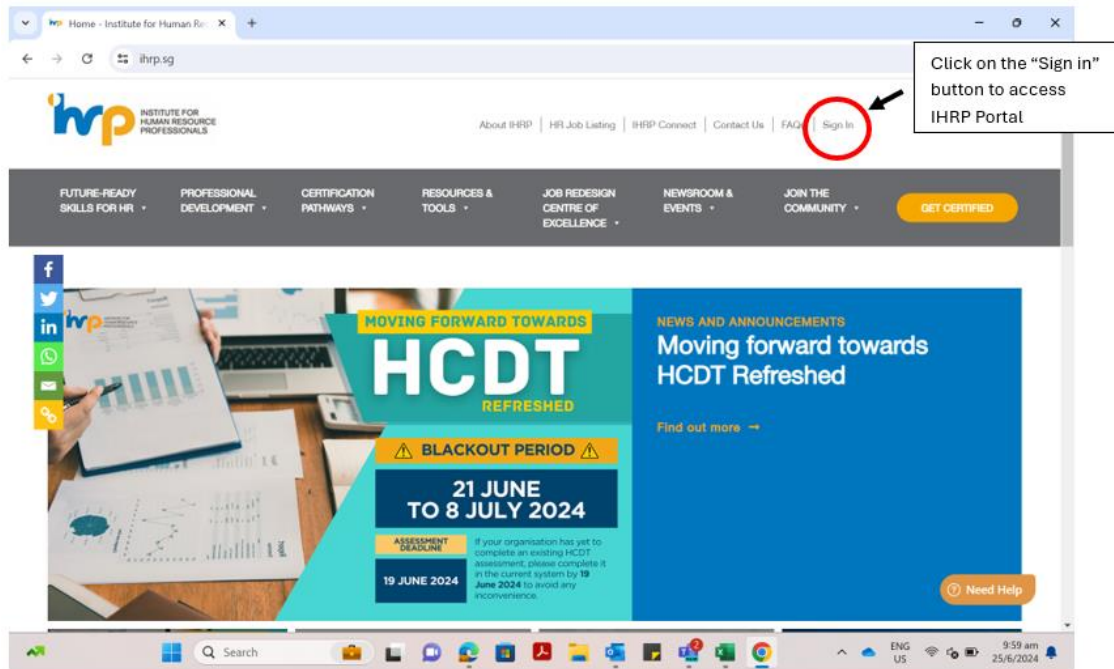
**Documentation for audit:** Confirmation/thank you email from organiser

\*Refer to section 5 for a guide on logging CPD hours.

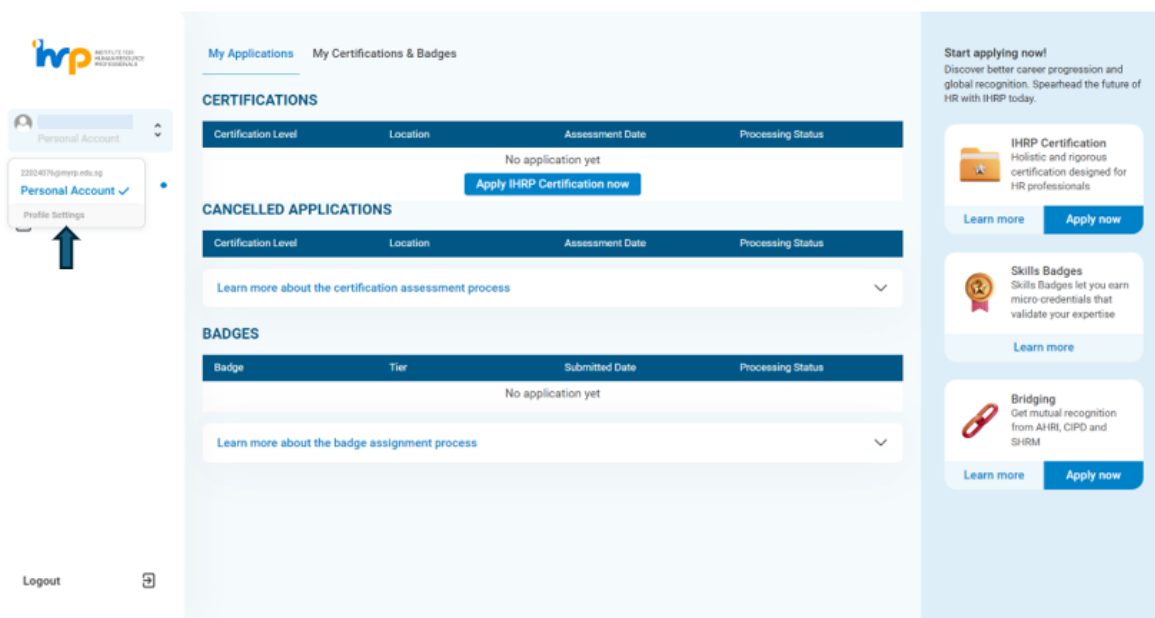
#### 4. How to update your personal information on IHRP Portal

Before starting your application for recertification, you will need to update your personal information on IHRP Portal. Below is a step-by-step guide on how to do so:

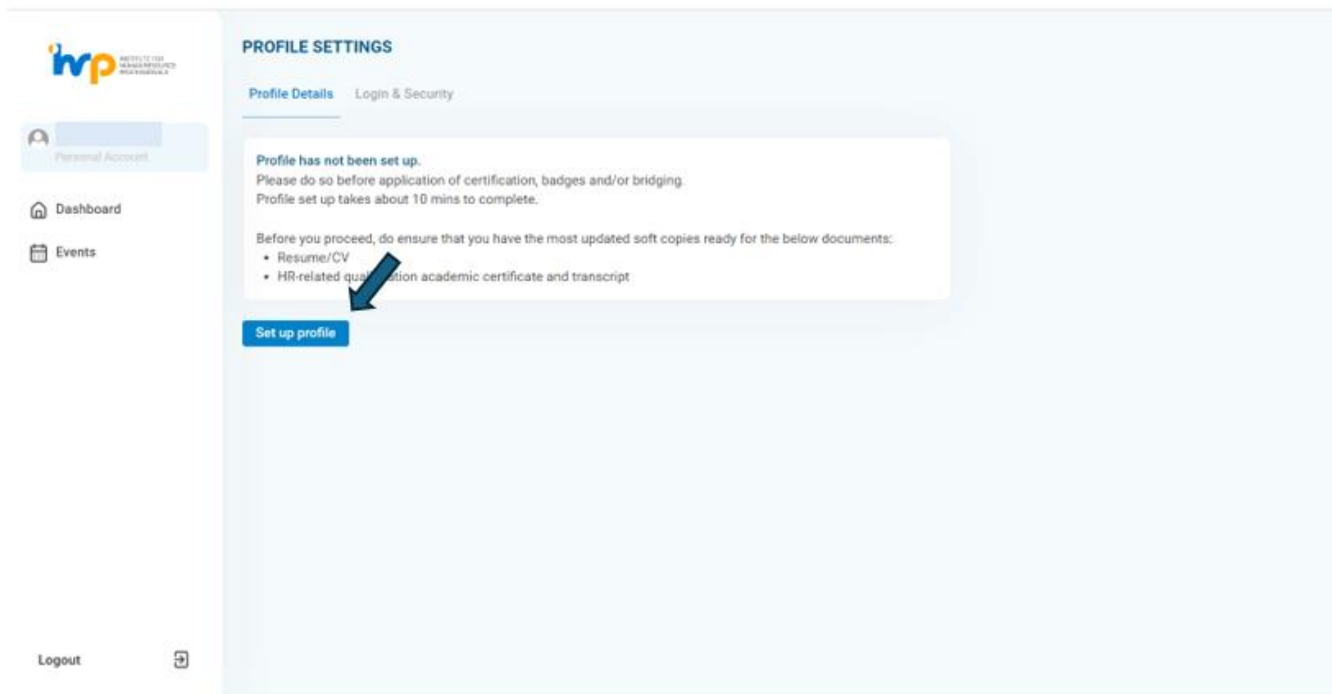
**Step 1:** Log into [IHRP Portal](#) to update your profile details.



**Step 2:** Click on your name at the top right-hand corner and click 'Profile Settings' from the dropdown list.

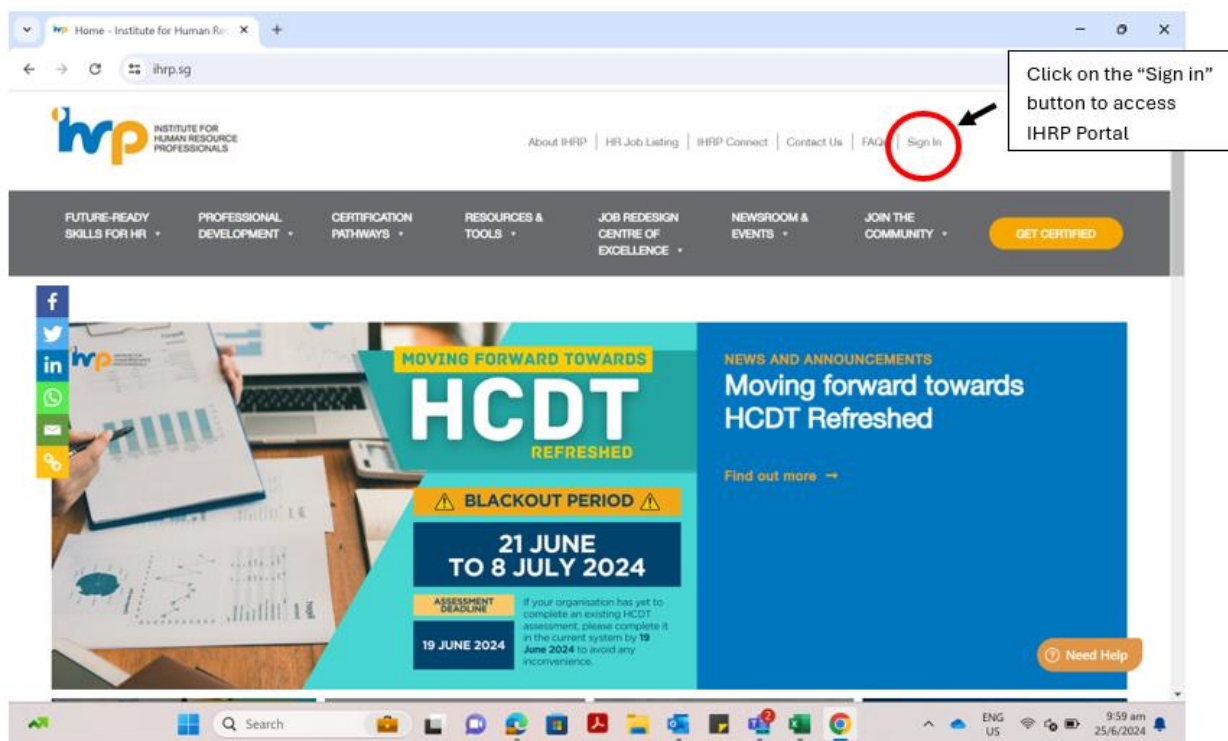


**Step 3:** Click on ‘Set up profile’ and update your details accordingly.

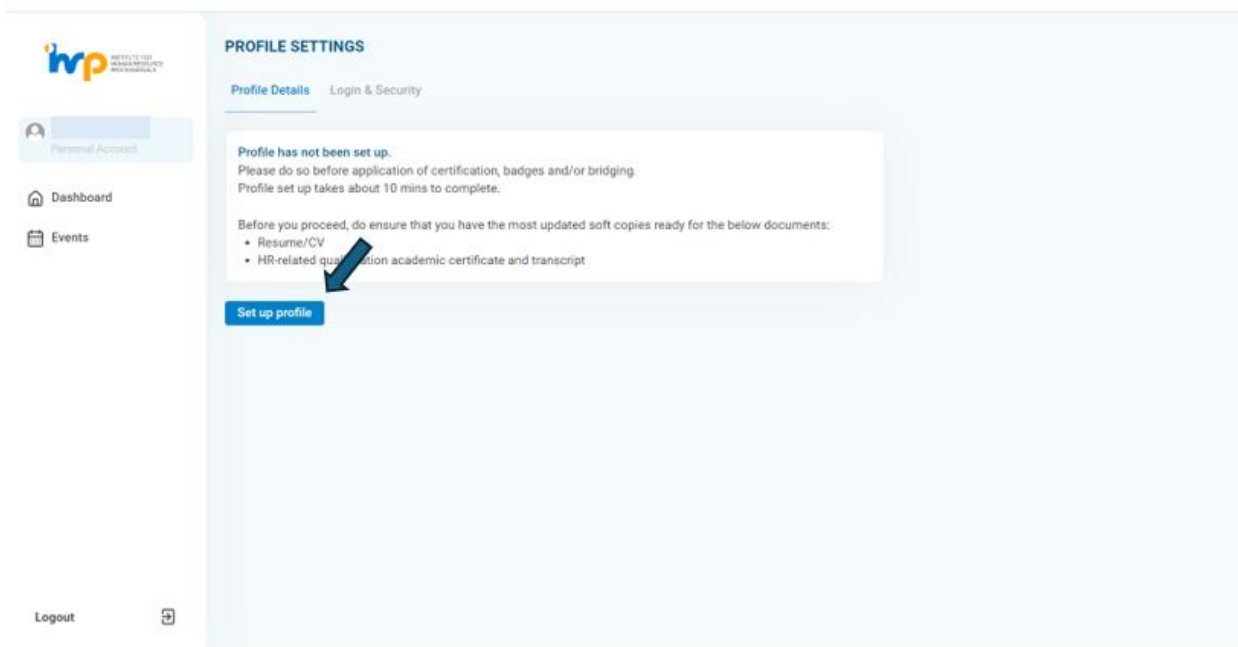


## 5. How to submit and track your CPD Hours

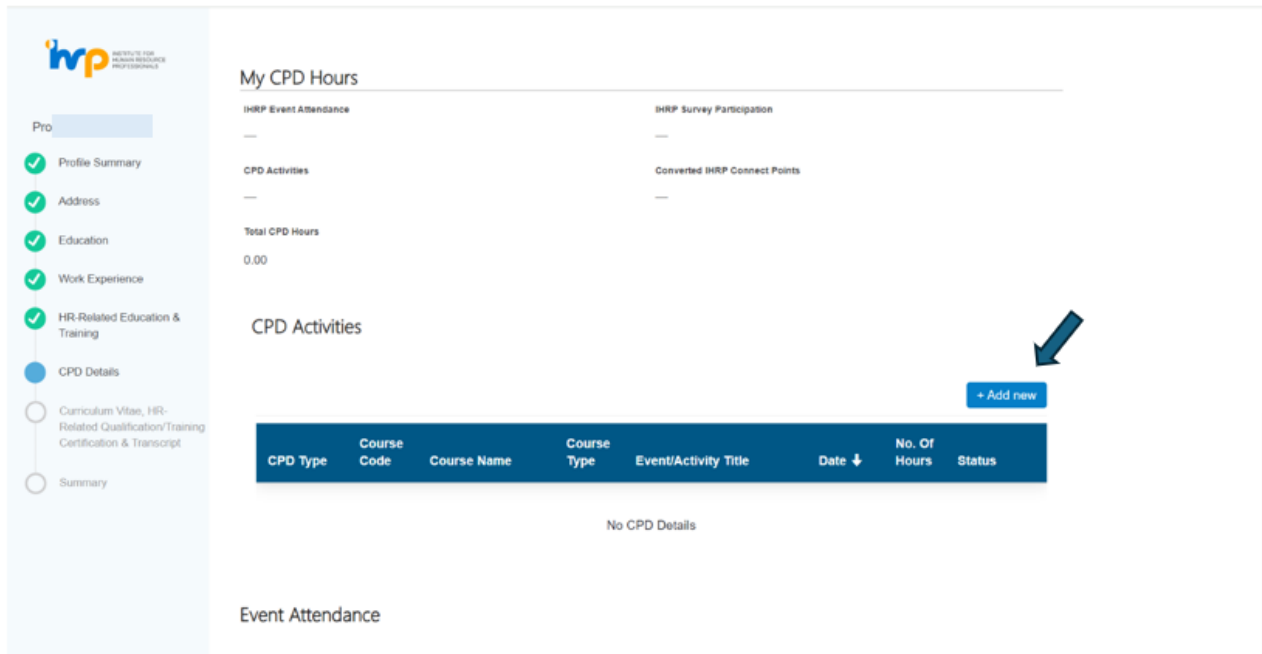
**Step 1:** Log into [IHRP Portal](#) to update your CPD activities



**Step 2:** Click on 'Set up profile'.



**Step 3:** When you are on the ‘CPD Details’ page, click on the ‘Add new’ button.



**Step 4:** Fill in the details of your CPD activity

**CPD Type:**

- Select the CPD type from the dropdown list

**Event/Activity Title**

- For [IHRP organized events](#), you can find the title of the event by:
  - a. Clicking on the search icon or **copy and paste** the event title from post-event email
  - b. **Enter** an asterisk \* symbol, followed by a keyword, for example, *\*Fundamentals in HR*
- For [non-IHRP organized events](#), select ‘Details entered under event/activity reflection’.
  - a. Enter name of event and other relevant details in ‘Event/Activity Reflections’.

**Date:**

- Date of event

**No. of Hours**

- Do note that some CPD activities have a cap on number of hours. E.g. max. 30 hours for ‘Authoring Book’. Please refer to [Section 3 of this guide](#) for more details.

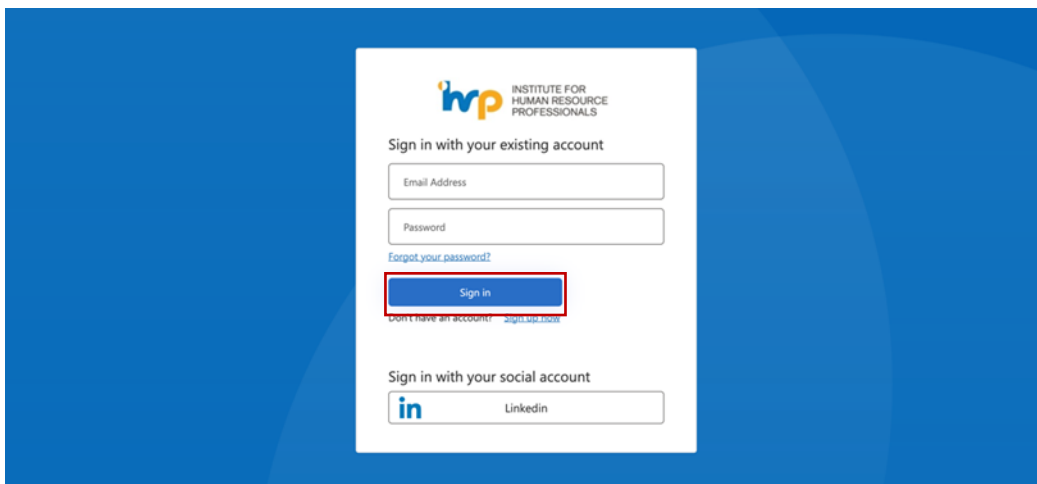
Attach supporting documents for proof and audit. E.g. letter/ email of participation from organizer, post-event “Thank you” email.

Finally, click on **Submit** tab.

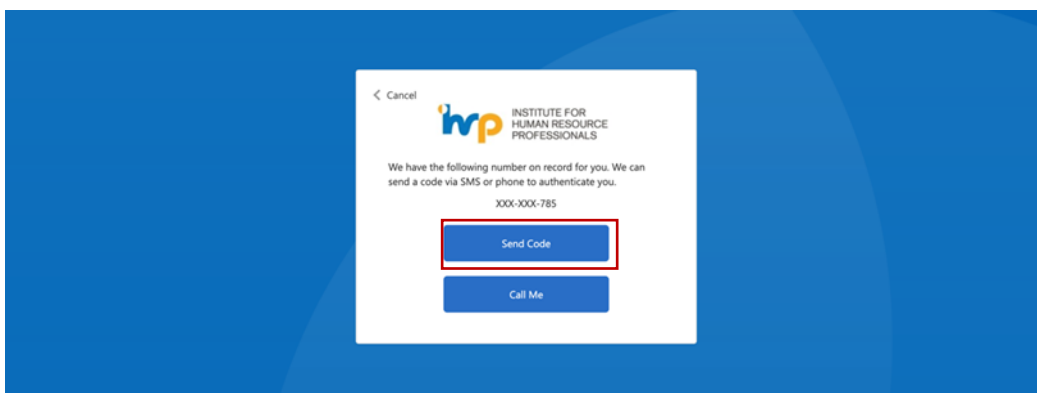
## 6. IHRP's Recertification Process:

### 6.1 How to apply for recertification through the IHRP portal

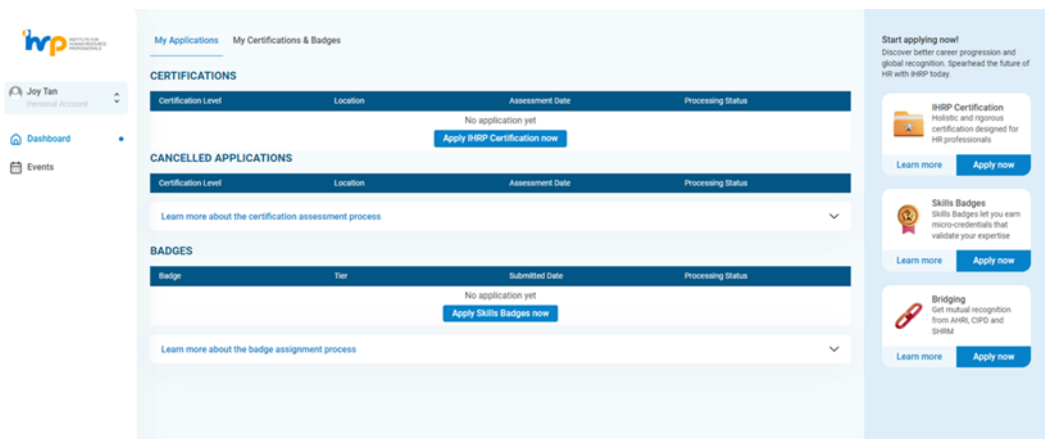
1. Input your login credentials and click on the "Sign in" button.



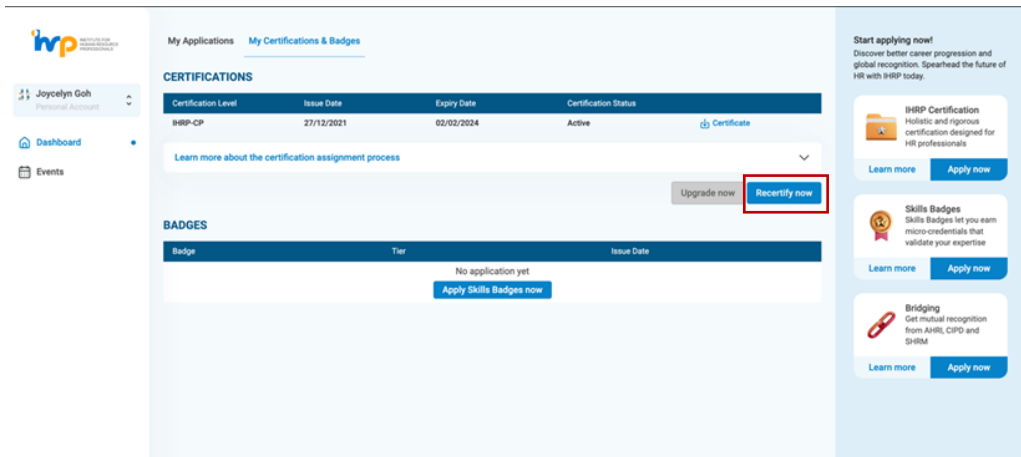
2. Click on "Send Code" and enter the OTP that is sent to your mobile number.



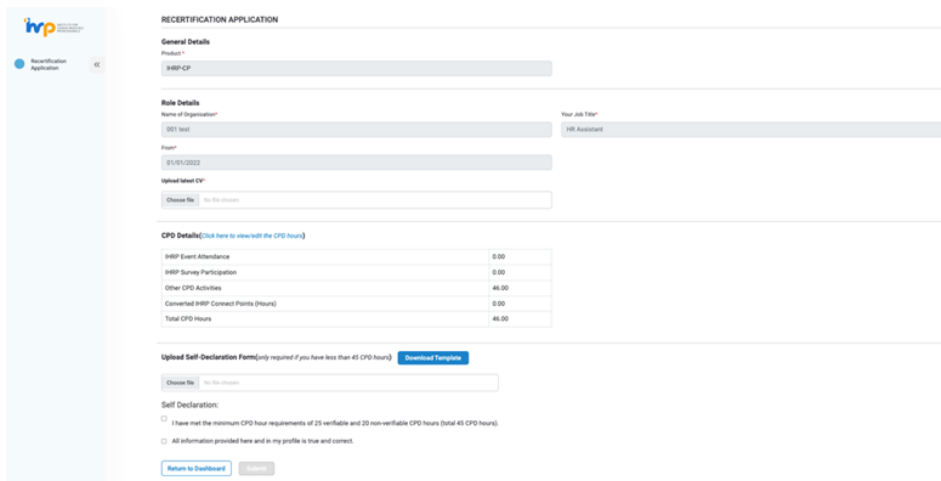
3. Upon successful login, you will be directed to the IHRP Portal.



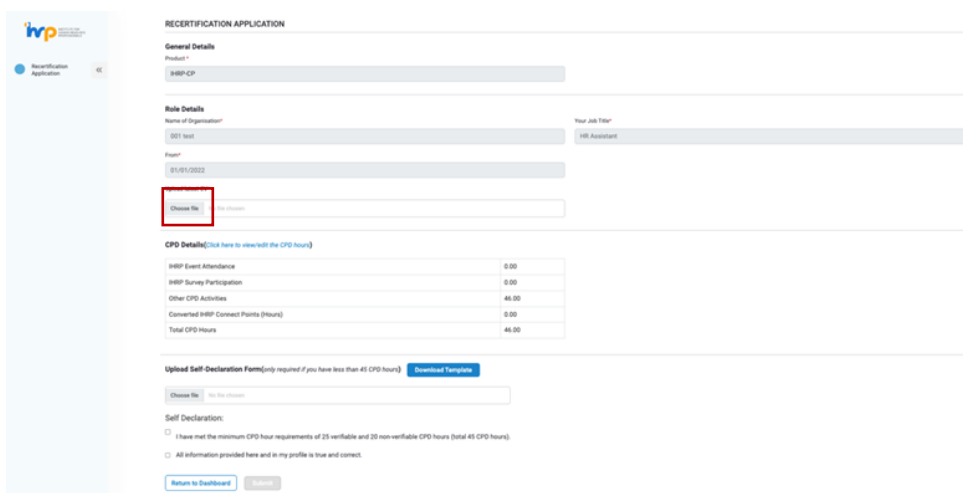
4. Navigate to “My Certifications & Badges” section and click on the “Recertify Now” button.



5. Validate the following sections: General Details | Role Details | CPD Details



6. Upload your latest CV\* by clicking on “Choose File”.



7. If you have less than 45 CPD hours, click on “Choose file” to upload the Self-Declaration Form. You may download the form by clicking on “Download Template”.

The screenshot shows the 'RECERTIFICATION APPLICATION' form. Under the 'CPD Details' section, there is a table with the following data:

| Activity                              | Hours        |
|---------------------------------------|--------------|
| IHRP Event Attendance                 | 0.00         |
| IHRP Survey Participation             | 0.00         |
| Other CPD Activities                  | 45.00        |
| Converted IHRP Connect Points (Hours) | 0.00         |
| <b>Total CPD Hours</b>                | <b>45.00</b> |

Below the table, the 'Upload Self-Declaration Form' section has a 'Download Template' button highlighted with a red box. The 'Self Declaration' section has the first radio button selected.

8. Agree to the Terms and Conditions and click on the “Submit” button.

This screenshot shows the same form as above, but with the 'Submit' button in the 'Self Declaration' section highlighted with a red box. The 'Download Template' button is no longer highlighted.

9. (If you wish to tap on your SkillsFuture Credit for Recertification; subject to terms and conditions) In the payment summary page, you may enter the amount that you wish to claim in the SkillsFuture Credit field.

**PAYMENT SUMMARY**

APPLICATION DETAILS

PROMO CODE

Promo code

**Apply**

CORPORATE CODE

Corporate Code

**Apply**

SKILLSFUTURE CREDIT


SkillsFuture Credit

**Apply**

View your available SkillsFuture Credit here

Please key in the promo code (if any) before entering your SkillsFuture Credit

PAYMENT BREAKDOWN

 **IHRP-CP Recertification** **\$450.00**

|                     |                 |
|---------------------|-----------------|
| On-site Fee         | \$0.00          |
| Discount            | \$0             |
| Sub Total           | \$450.00        |
| GST (9.00%)         | \$40.50         |
| SkillsFuture Credit | \$0             |
| <b>Total</b>        | <b>\$490.50</b> |

BILLING INFORMATION

First Name\*  Last Name\*

Mobile No.  E-mail

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code, act in an ethical and professionally responsible manner as set out in the Code, and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.

Yes  No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes  No

10. Once you have entered the amount that you wish to claim, click on “Apply”.

**PAYMENT SUMMARY**

APPLICATION DETAILS

PROMO CODE

Promo code

**Apply**

Please remove your SkillsFuture Credit to apply promo code

CORPORATE CODE

Corporate Code

**Apply**

Please remove your SkillsFuture Credit to apply corp code

SKILLSFUTURE CREDIT

450


**Applied**

**Apply**

View your available SkillsFuture Credit here

Please key in the promo code (if any) before entering your SkillsFuture Credit

PAYMENT BREAKDOWN

 **IHRP-CP Recertification** **\$450.00**

|                     |                |
|---------------------|----------------|
| On-site Fee         | \$0.00         |
| Discount            | \$0            |
| Sub Total           | \$450.00       |
| GST (9.00%)         | \$40.50        |
| SkillsFuture Credit | \$450          |
| <b>Total</b>        | <b>\$40.50</b> |

BILLING INFORMATION

First Name\*  Last Name\*

Mobile No.  E-mail

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code, act in an ethical and professionally responsible manner as set out in the Code, and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.

Yes  No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes  No

**Back** **Proceed to payment**

11. Click on Proceed to Payment (if applicable).

### PAYMENT SUMMARY

---

**APPLICATION DETAILS**

**PROMO CODE**

Promo code

Apply

Please remove your SkillsFuture Credit to apply promo code

**CORPORATE CODE**

Corporate Code

Apply

Please remove your SkillsFuture Credit to apply corp code

**SKILLSFUTURE CREDIT**

450

Applied

Apply

View your available SkillsFuture Credit here

Please key in the promo code (if any) before entering your SkillsFuture Credit

**PAYMENT BREAKDOWN**

**IHRP-CP**  
 Recertification

\$450.00

|                     |                 |
|---------------------|-----------------|
| On-site Fee         | \$0.00          |
| Discount            | \$0             |
| <b>Sub Total</b>    | <b>\$450.00</b> |
| GST (8.00%)         | \$40.50         |
| SkillsFuture Credit | \$450           |
| <b>Total</b>        | <b>\$40.50</b>  |

**BILLING INFORMATION**

First Name\*

Joycelyn

Last Name\*

Goh

Mobile No.

1224

E-mail

joycelyn.goh@ihrp.sg

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code, act in an ethical and professionally responsible manner as set out in the Code, and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.

Yes
 No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes
 No

Back
Proceed to payment

12. Enter your card details to complete the payment (if applicable).

**Payments Details**

**Name on Card**

**Card Number**

1234 1234 1234 1234

**CVC**

CVC

**MM / yy**

MM / YY

**Postal code**

Postal Code

Pay now \$40.50

Once payment has been completed, an invoice will be sent to your registered email address. Kindly submit your claim in the MySkillsFuture Portal and upload both **Certificate and Invoice** as your supporting documents.

## 6.2 Audit review of CPD hours

IHRP would like to highlight that your application may be selected for audit to ensure the integrity of the recertification process. We will reach out to you to request for submission of documentation and notify you of the outcome of your audit after receiving the complete support documentation. If you are selected for audit, only the supporting forms of documentation that is listed above will be accepted for verification.

As integrity is a core principle of [IHRP Code of Professional Conduct](#), we would like to highlight that if the requested information or documents are found to be falsified, misrepresented or missing, IHRP reserves the right to reject your application and forfeit fees, as applicable.

## 6.3 Fees for recertification

IHRP Professionals due for recertification will require payment in full (i.e. \$450 before prevailing GST). Please refer to the table below for a more detailed breakdown. The fees indicated below are applicable to both CP and SP Recertification.

|                | Full Payment |
|----------------|--------------|
| Cost in year 1 | \$450        |
| Cost in year 2 |              |
| Cost in year 3 |              |

All prices stated are in Singapore Dollars (SGD) and before prevailing GST.

## 7. FAQs on Recertification

### Q1: When I apply for recertification with IHRP, do I need to retake the assessment?

A: The recertification process does not require certified HR professionals to retake any of the assessment papers (e.g. i.e. Papers A, B or C). However, if the recertification fees are not paid by the certificate end date, then the certificate will cease to be valid. Individuals with invalid certificates will need to cease using the IHRP credentials and will be removed from the IHRP Certification registry. They will need to embark on a fresh certification and take the assessment again if they wish to receive their IHRP certification.

### Q2: Can I still recertify if my current certification has lapsed?

A: Yes. However, you will lose access to your IHRP Connect access during the period of lapse. Do note that if your certificate remains inactive for several months, the system will trigger removal from our IHRP registry.

### Q3: What if I take up a course or activity (e.g. counselling, psychology, product strategy, etc.) that does not seem to be directly related to HR, can it be counted towards my CPD hours?

A: For learning activities that do not seem to be directly related to HR, we will accept it as long as you are able to justify how it can be applied to your HR work and how it is aligned to our [IHRP Body of Competencies](#).

**Q4: Can I log all my 45 CPD hours in over a short period so that I can be in time to qualify for recertification?**

A: Yes. You can fulfil your 45 CPD hours at any time between your certification start and end dates. However, in the spirit of continuing professional development, certified professionals are encouraged to continually acquire knowledge and hone their skills to remain relevant. Logging CPD hours should not be for the sole purpose of recertification.

**Q5: If I am on job transition, taking a career break or working in a role that is not HR related, can I apply for recertification?**

A: Yes. Please share with us your context in the application form and we can review to grant you an exception on a case-by-case basis.

**Q6: Is there a fee for recertification?**

A: IHRP Professionals due for recertification need to make payment in full (i.e. \$450 before prevailing GST). Please refer to Section 6.3 and the table below for a more detailed breakdown. The fees indicated below are applicable to both CP and SP Recertification.

|                       | <b>Full Payment</b> |
|-----------------------|---------------------|
| <b>Cost in year 1</b> | \$450               |
| <b>Cost in year 2</b> |                     |
| <b>Cost in year</b>   |                     |

All prices stated are in Singapore Dollars (SGD) and before prevailing GST.

**For further enquiries or clarification, please write to us at [community@ihrp.sg](mailto:community@ihrp.sg).**

# IHRP Recertification Handbook

IHRP retains any and all intellectual property rights in these materials and

requires retention of the copyright  
mark on all pages reproduced.

© 2024 IHRP. All rights reserved.

